

**ROSENBERG DEVELOPMENT CORPORATION
ANNUAL MEETING MINUTES**

On this the 17th day of July 2014, the Rosenberg Development Corporation (RDC) of the City of Rosenberg, Fort Bend County, Texas, met in a Regular Session, at the Rosenberg Civic Center located at 3825 Highway 36 South, Rosenberg, Texas 77471.

DIRECTORS PRESENT

Bill Knesek	President
Allen Scopel	Vice President
Ted Garcia	Treasurer
Teresa Bailey	Director
Amanda Bolf	Director
Cynthia McConathy	Director

DIRECTORS ABSENT

Jimmie J. Peña	Director
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CITY OF ROSENBERG STAFF PRESENT

Randall D. Malik	Economic Development Director
Travis Tanner	Executive Director of Community Development
Joyce Vasut	Executive Director of Administrative Services
Linda Cernosek	City Secretary – Left at 4:15 p.m.
Scott Tschirhart	City Attorney
Cynthia Sullivan	Secretary II

CITY OF ROSENBERG ELECTED OFFICIALS PRESENT

Vincent M. Morales, Jr.	Mayor – Left at 5:40 p.m.
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GUESTS PRESENT

Jesus Acevedo	Reporter, Fort Bend Herald, Rosenberg
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CALL TO ORDER.

President Knesek called the Annual Rosenberg Development Corporation meeting to order at 4:05 p.m.

STATEMENT OF RULES PERTAINING TO AUDIENCE COMMENTS.

Cynthia Sullivan, Secretary II, read the statement of rules pertaining to audience comments.

COMMENTS FROM THE AUDIENCE.

There were no comments from the audience.

CONSENT AGENDA

- A. CONSIDERATION OF AND ACTION ON THE REGULAR ROSENBERG DEVELOPMENT CORPORATION MEETING MINUTES FOR JUNE 12, 2014.**
- B. CONSIDERATION OF AND ACTION ON THE MONTHLY ROSENBERG DEVELOPMENT CORPORATION FINANCIAL REPORTS FOR THE PERIOD ENDING JUNE 30, 2014.**
- C. CONSIDERATION OF AND ACTION ON A REPORT FROM THE COMMUNICATIONS DIRECTOR REGARDING THE PREVIOUS MONTH'S COMMUNICATIONS ACTIVITIES AND CONTACTS.**

Key discussion:

- Director Garcia requested that Consent Agenda Item B be placed on the Regular Agenda as Item 1A.

Action: Director Scopel moved, and Director Garcia seconded to approve Consent Agenda items A and C. The motion passed unanimously by those present.

REGULAR AGENDA

1A. CONSIDERATION OF AND ACTION ON THE MONTHLY ROSENBERG DEVELOPMENT CORPORATION FINANCIAL REPORTS FOR THE PERIOD ENDING JUNE 30, 2014.

Key discussion:

- Ms. Vasut clarified information regarding project funds that are currently in the FY2014 Budget, but will be adjusted out in FY2015 Budget.
- Ms. Vasut clarified ending fund balances, the project fund, and the restricted funds for projects, and restricted funds for debt service.
- General discussion was held regarding administration expense percentages. The Board directed staff to come back with exact amounts the Corporation pays for administrative salaries.
- Ms. Vasut clarified projects that are completed in the 2014 Budget will not be included in the 2015 Budget.

Action: Director McConathy moved, seconded by Director Garcia, to approve the Financial Reports for the period ending June 30, 2014, as presented. The motion passed unanimously by those present.

1. ADMINISTER STATEMENT OF APPOINTED OFFICER AND OATHS OF OFFICE TO NEWLY APPOINTED MEMBERS.

- Linda Cernosek, City Secretary, administered the oaths of office to Board of Directors present. She had administered the oath of office to Director Peña prior to this meeting.

2. CONSIDERATION OF AND ACTION ON ELECTION OF OFFICERS TO THE ROSENBERG DEVELOPMENT CORPORATION BOARD OF DIRECTORS.

Action: Director McConathy moved, seconded by Director Bolf, to nominate Director Knesek as President, Director Scopel as Vice President, Director Garcia as Treasurer, and Director Bailey as Secretary. The motion passed unanimously by those present.

3. (This item was taken out of order after item #5.) CONSIDERATION OF AND ACTION ON RESOLUTION NO. RDC-90, A RESOLUTION OF THE ROSENBERG DEVELOPMENT CORPORATION BOARD OF DIRECTORS, IN SUPPORT OF A TEXAS STATE TECHNICAL COLLEGE CAMPUS IN ROSENBERG, TEXAS.

Key discussion points:

- President Knesek stated Resolution of support is a typical request and one way to formalize our support for the Texas State Technical College, Rosenberg, Texas campus.

Action: Director McConathy moved, seconded by Director Bailey, to approve Resolution No. RDC-90 in support of a Texas State Technical College Campus in Rosenberg, Texas. The motion passed unanimously by those present.

4. HOLD EXECUTIVE SESSION TO RECEIVE LEGAL ADVICE AND CONSULT WITH CITY ATTORNEY ON LEGAL MATTERS PURSUANT TO SECTION 551.071 OF THE TEXAS GOVERNMENT CODE; AND FOR DELIBERATIONS REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS AS AUTHORIZED BY SECTION 551.087 OF THE TEXAS GOVERNMENT CODE.

Regular Session was adjourned at approximately 4:22 p.m., for Executive Session.

5. ADJOURN EXECUTIVE SESSION, RECONVENE INTO REGULAR SESSION, AND TAKE ACTION AS NECESSARY AS A RESULT OF THE EXECUTIVE SESSION.

Executive Session was adjourned at approximately 5:00 p.m. The Board reconvened into Regular Session.

Key discussion points:

- President Knesek stated that based on Executive Session, one item will require action.

Action: Director Scopel moved, seconded by Director McConathy, to approve a recommendation for City Attorney, Scott Tschirhart, to correspond with Imperial Performing Arts on behalf of the RDC and request an accounting of funds per the Performance Agreement. The motion passed unanimously by those present.

6. CONSIDERATION OF AND ACTION ON APPOINTMENT OF ROSENBERG DEVELOPMENT CORPORATION BOARD OF DIRECTOR COMMITTEES.

- a. Finance Committee
- b. Policy Committee

Key discussion points:

- Mr. Malik stated, at the RDC Annual Board Meeting, appointments are made to two committees, as explained in the bylaws excerpt included in this agenda packet.
- President Knesek reviewed the names of the current Finance Committee members.

Action 6a: Director McConathy moved, seconded by Director Garcia, to appoint Directors Garcia, Scopel, Bailey, and Bolf as Finance Committee Members. The motion passed unanimously by those present.

Key discussion points:

- President Knesek reviewed the names of the current Policy Committee members.

Action 6b: Director Garcia moved, seconded by Director Bailey, to appoint Directors Knesek, Peña, and McConathy as Policy Committee Members. The motion passed unanimously by those present.

Note: The Board adjourned the meeting at 5:07 p.m., for a break, and reconvened the meeting at 5:20 p.m.

7. REVIEW AND DISCUSS THE DRAFT ROSENBERG FORT BEND TRANSIT ROUTE AND BUDGET WORKSHEET.

Key discussion points:

- Mr. Malik reviewed what he and Mr. Tanner discussed with Paulette Shelton, Public Transportation Director. Fort Bend Transit is asking for feedback on a proposed route.
- RDC has budgeted \$80,000 for funding this year.
- The 2010 transit and pedestrian study recommended certain areas that need to be reached:
 - A stop to the north in the downtown area
 - A stop on the south side of US 59 south of Brazos Town Center
 - A stop on the west side of SH 36
 - Incorporate the two hospitals as stops.
- President Knesek stated that when these stops are chosen, the consideration should be the ability for people to get to their destinations on foot; such as moving a stop to City Hall Drive, which is closer to the residential area.
- Rosenberg has the highest ridership in Fort Bend County and the demand for transportation.
- President Knesek asked if the City of Rosenberg is also participating in this project.
- Richmond and the Fort Bend County are also proposed to fund \$80,000 each.
- Current bus services do not operate on Saturday or Sunday. They operate 252 days per year.
- The Board directed staff to seek clarification on stops indicated on the chart, and the map.
- Director Garcia asked if the schedule could be modified.
- Director Scopel stated there is an on-call process for getting a bus if you need one for medical purposes.

8. CONSIDERATION OF AND ACTION ON THE ROSENBERG DEVELOPMENT CORPORATION APPOINTMENT TO THE BUSINESS ASSISTANCE GRANT REVIEW COMMITTEE.

Key discussion points:

- Mr. Malik explained the Business Assistance Grant Committee's (Committee) purpose and when the scheduled meetings occur. The Committee is comprised of five individuals. The Committee meets the 2nd Monday of the month at 6 p.m., at the Civic Center. The fund balance of \$24,000, that hasn't been

- allocated to businesses, needs to be spent by the end of this budget year.
- Director Bolf volunteered for this position.

Action: Director McConathy moved, seconded by Director Garcia, to appoint Director Bolf as the Business Assistance Grant Committee representative for RDC. The motion passed unanimously by those present.

8. CONSIDERATION OF AND ACTION ON A REPORT FROM THE ECONOMIC DEVELOPMENT DIRECTOR REGARDING THE PREVIOUS MONTH'S ECONOMIC DEVELOPMENT ACTIVITIES AND CONTACTS.

Key discussion points:

- Mr. Malik discussed points of his report with figures and project updates.
- Livable Center study area – US 90 from the triple fork to the Rosenberg/Richmond city limits. Multi-mobile transportation, area more walk-able, complete street concepts, an economic study with a market research to identify companies we need to get here. TIRZ's financial feasibility, way-finding signage, cultural district, historic district.
- Such studies focus on the streets. The appearance of Avenue H is going to be pivotal to the street's success, but the major factor is what we can do to make Avenue H economically viable.
- Mr. Tanner stated the study will show an emphasis on things that can be done after the study has been completed.
- Rosenberg Business Park – Developer has agreed on the two items the RDC wanted to include in the deed agreements.
- Mr. Malik will start sending a weekly schedule to help communicate with the Board members and include the main activities each week, and to give updates on the projects being worked on.
- President Knesek stated that when dirt starts moving in Rosenberg, the Board members should be the first to know and Council members Bolf and McConathy agreed it would be helpful for them also.
- Mr. Malik reported that he and Mr. Tanner have talked about sharing development data.
- Director McConathy asked about contacting existing businesses as time permits. Mr. Malik replied he is working on business retention guidelines.
- Director Scopel suggested the Board get out and help the Executive Director visit these businesses. Mr. Malik suggested a Business Retention Committee and a Ready Recruitment Team; have the right people ready.
- Business Expo event – July 29th – 11 a.m., to 2 p.m., at the Civic Center.
- President Knesek suggested offering the free publication called Governing to the Directors of the Board. President Knesek added that it is an excellent publication that deals with state and local governments on a national level. Mr. Malik replied that he will send an email for the Board to determine if they prefer a printed or digital copy.
- Mr. Malik stated that staff is actively pursuing prospects that can be brought to the Board in the near future.
- Mr. Malik stated that Human Resources is doing their due diligence and plans to hire for the Assistant Economic Development Director position in early August.

9. REVIEW AND DISCUSS REQUESTS FOR FUTURE AGENDA ITEMS, AND TAKE ACTION AS NECESSARY.

Key discussion points:

- Update on the Fort Bend Transit System
- Director McConathy asked what Economic Development's process is regarding targeting large vacant properties in Rosenberg (working/planning for properties over 50 acres). A main concern is the corner of US 90A and 3rd Street which is 90% empty. Possibly a good relationship with the local realtors would help. Mr. Malik stated that he is now attending meetings for the Fort Bend Society of Commercial Realtors.
- The RDC website has a list of all available properties.
- Mr. Malik has researched and may have found better website tools and companies that do a good job of pulling in demographics of the area.
- President Knesek mentioned that Bryan, Texas, has done a great job with abandoned buildings in their city. They refine the process and it is cost effective to the City.
- Director McConathy inquired since RDC funds a good portion of the salaries for Economic Development

employees, does RDC have some voice in the staff evaluations which are part of the recommendation for increases in salary?

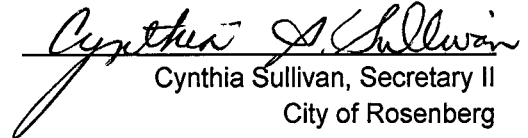
- President Knesek replied not in the past, but he was invited to the interview process of hiring the Economic Developer. The Executive Director of RDC is a City employee and has full benefits under the City's policies.
- No specific agenda items were requested for the next meeting.

10. ANNOUNCEMENTS.

- President Knesek reported on the Wall Street Journal Opinion Page. He stated that there is an excellent article extolling the virtues of Houston, Texas. He continued that the authors make a great case for Houston's economic success. He added that Houston has seen a surge in mid-skill level jobs usually requiring a two-year degree or certificate, and that many of the jobs pay more than \$100,000 a year.

11. ADJOURNMENT.

Action: Director McConathy moved, seconded by Director Garcia, to adjourn the meeting at 6:15 p.m. The motion passed unanimously by those present.


Cynthia Sullivan, Secretary II
City of Rosenberg


Bill Knesek, President
Rosenberg Development Corporation